Financial Management Service
Privacy Impact Assessment
Name of Project: Background Information Case Management System Project's Unique ID: BICMAN

A. SYSTEM APPLICATION/GENERAL INFORMATION:

1) Does this system contain any information about individuals? Yes.

a. Is this information identifiable to the individual1? Yes. (If there is NO information collected, maintained, or used that is identifiable to the individual in the system, the remainder of the Privacy Impact Assessment does not have to be completed).

b. Is the information about individual members of the public? (If YES, a PIA must be submitted with the 0MB Exhibit 300, and with the IT Security C&A documentation).

Because BICMAN includes information about applicants for employment at FMS, it contains limited information about individuals members of the public.

c. Is the information about employees? (If yes and there is no information about members of the public, the PIA is required for the FMS IT Security C&A process, but is not required to be submitted with the 0MB Exhibit 300 documentation).

Yes, BICMAN contains information about current FMS employees, applicants for employment and contractors.

2) What is the purpose of the system/application? BICMAN serves as a repository for certain components of background investigations, adjudications and security clearance data regarding FMS employees, applicants for employment and FMS contractors.

BICMAN contains the results of background investigations conducted primarily by the U.S. Office of Personnel Management. The Department of Defense and other Federal investigative agencies also provide background investigations. Routine components of the background investigation include Federal Bureau of Investigation checks, Immigrations and Naturalization Service checks and Credit Reports. Credit reports are stored together with other personal investigation report information in a hard copy security file. The results of routine law enforcement checks from state and local law enforcement agencies are typically captured during the background investigation.

3) What legal authority authorizes the purchase or development of this system/application?

Executive Order 10450, section 2 and 3, Executive Order 1295$ and Executive Order 12968.

C. . DATA in the SYSTEM:

1) What categories of individuals are covered in the system?

FMS employees, applicants for employment and contractors are covered in BICMAN.

2) What are the sources of the information in the system?

a. Is the source of the information from the individual or is it taken from another source? If not directly from the individual, then what other source?

Individuals provide information directly. Additional information is captured from the employee or contractor background investigation report conducted by the U.S. Office of Personnel Management.

b. What Federal agencies are providing data for use in the system? BICMAN does not contain information provided directly to FMS from any Federal agency other than OPM. In addition to information obtained independently through its investigation, the OPM background investigation report could contain information from the Federal Bureau of Investigation, the Defense Department, and other federal agencies.

c. What State and local agencies are providing data for use in the system?

The OPM background investigation report could contain routine responses from state law enforcement agencies such as the Maryland State Police, county level law enforcement agencies, and possibly city law enforcement agencies.

d. From what other third party sources will data be collected? Information from Equifax, Inc., a credit reporting agency, may be included in the background investigation report.

e. What information will be collected from the employee and the public? FMS employees, applicants for employment and contractors provide information required to conduct a background investigation. This involves completing Questionnaires for National Security positions (SF-86), or Questionnaires for Public Trust positions (SF 85P), or Questionnaires for Non Sensitive positions (SF-85). OPM may require any of the following forms to schedule a background investigation: resume; Optional Form-612 — Optional Form for Federal Employment, Standard Form — Application for Federal Employment, Optional Form 306 — Declaration for Federal Employment, and copies of fingerprints.

3) Accuracy, Timeliness, and Reliability

    a. How will data collected from sources other than FMS records be verified for accuracy?

The background investigation is means of verifying information provided by employees, applicants for employment and contractors.

    b. How will data be checked for completeness?

FMS does not conduct a separate review of the information it receives from Federal, state and local sources.

    c. Is the data current? What steps or procedures are taken to ensure the data is current and not out-of-date? Name the document (e.g., data models).

FMS relies on OPM relies on other federal agencies to provide current and up to date information in the report of the Background Investigation.

d. Are the data elements described in detail and documented? If yes, what is the name of the document? No.